
The MINOS Collaboration Bylaws

Revision 3.9

December 2002

Modifications for co-spokespeople finalized and approved December 2002

All articles, EXCEPT Article 9, were approved in the MINOS IB meetings held at Fermilab on September 22 and 23, 2000.

Paragraph 1-3 was modified at the Ely'2001 meetings.

Paragraphs 1-2 and 1-3 were modified on October 20, 2001 at the IB meeting at Fermilab.

Modifications to allow co-spokespeople were made at the April 2002 meeting

Paragraph 2.2 was modified at the June and December 2002 meetings

Table of contents

1. Institutional Board
 2. Selection of Spokesperson and Deputy Spokesperson
 3. Executive Committee
 4. NuMI Project Manager and MINOS Manager
 5. Other MINOS Committees and Documentation
 6. Admitting New Institutions to MINOS
 7. Removal of Institutions from MINOS
 8. MINOS Collaboration membership
 9. Guidelines for Authorship in the MINOS Collaboration
 10. Amending the MINOS Bylaws
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Article 1

Institutional Board

Institutional Board

The Institutional Board (IB) is the ultimate authority for all MINOS Collaboration matters. The IB responsibilities include the appointment of the Co-Spokespeople and Executive Committee and the establishment of rules for admitting new collaborators.

P 1.2

IB Membership

The number of representatives of a collaborating institution on the MINOS Institutional board shall be based on the institution's level of effort in MINOS-related activities. Fermilab shall be represented by 2 IB members. All other institutions participating in MINOS-related activities at the level of 1 real FTE, integrated over faculty, research scientists, post-docs, and graduate students, shall be represented by 1 IB member. Institutions contributing less or equal than 1 FTE of combined effort shall be classified as a "Small Institution". Small Institutions shall be represented as a block by 1 IB member. The IB, by a majority vote, may establish the classification of a collaborating institution. Finally, a collaborating institution may at any time petition the IB for re-classification.

P 1.3

IB Chair and Secretary

Members of the Institutional Board nominate IB Chair candidates verbally during the last IB meeting of the each odd calendar year. There is then a vote by secret ballot. All members of the IB are eligible to vote in this process. The winner of this election is the candidate who polls a majority of the votes cast in this election. If no nominee receives a majority of the votes cast, a runoff by secret ballot is conducted between the two nominees receiving the most votes. In this runoff election, the Chair will recuse him/herself from casting a vote should there be an even number of electors participating, but otherwise is eligible to vote in the runoff election. The Secretary of the IB is chosen informally by the Chairman of the IB to serve during his or her term.

P 1.4

IB Meetings

The IB meets at every collaboration meeting.

Article 2

Selection of Co-Spokespeople and Deputy Spokesperson

P 2.1

Spokespeople

In the period July 2002 to December 2003 (the expiration of the term of the Spokesperson in office in April 2002, hereafter referred to as the Spokesperson), the scientific leadership of the MINOS collaboration will consist of the Spokesperson and a new Co-Spokesperson, to be elected to a three year term at the July 2002 collaboration meeting. During this period, the Co-Spokesperson will serve under the Spokesperson. From the expiration of the Spokesperson's term the scientific leadership of the MINOS collaboration will consist of two equal Co-Spokespersons, each elected to interleaved three year terms.

The MINOS Spokesperson and Co-spokespersons are the scientific representatives of the Collaboration. The Spokesperson serves as the executive manager of the Collaboration until December 2003, when the executive managers of the Collaboration will become the two Co-Spokespeople.

P 2.2

Election of a Co-Spokesperson:

The full collaboration will be asked to nominate appropriate individuals two months prior to election. Nominations will be made to the IB chairperson. Each collaborator may nominate one candidate. After a one month nomination period, the IB chairperson will consult with the nominees to ascertain their willingness to stand for the election. If no candidate agrees to stand for election, the currently serving Co-Spokesperson will continue to serve for six months, after which a special election will be held. The term of the individual elected in a special election will be reduced by the amount needed to cause the sum of his/her term and the additional months served by the previously serving Co-Spokesperson to equal three years.

The IB will select nominees to be presented to the collaboration from the list of nominees who have agreed to be considered for the co-spokesmanship. The IB selection will be by secret ballot. If only one candidate has agreed to serve, each IB member will vote to accept or reject his/her nomination. If only two candidates have agreed to serve, each IB member will vote for one or two separate names. In all other cases, each IB member will vote for two or three separate names. The top three, or fewer, candidates who have

received at least three supporting votes, will be presented to the collaboration for election. Ties will be resolved by the existing Spokesperson or Co-Spokesperson.

The election will be held by email submitted to the IB chairperson by qualified electors. The deadline for receiving votes will be four weeks from the IB nomination meeting. In the case of a single candidate, the electors will vote to accept or reject the candidate; a majority of votes accepting the candidate will be required for election. If the candidate does not receive a majority, the currently serving Co-Spokesperson will continue to serve for six months, after which a special election will be held. The term of the individual elected in a special election will be reduced by the amount needed to cause the sum of his/her term and the additional months served by the previously serving Co-Spokesperson to equal three years.

In all other cases, if no candidate has achieved a majority of the votes cast, a runoff election will be held between the two candidates receiving the most votes. The runoff election will be held within two weeks of the publishing of the results of the first election. In all cases, ties will be resolved by the existing Spokesperson or Co-Spokesperson.

Qualified electors will be selected by their collaborating institution. The list of qualified electors will be updated before each election, by submission to the IB chairperson. The deadline for submission of the qualified electors list will be two weeks after the IB nomination meeting. Institutions which do not submit a list will be ineligible to vote. A qualified elector shall have been a Minos collaborator for at least one year and have made an intellectual contribution to the experiment.

P 2.3

Selection of Deputy Spokesperson

The Deputy Spokesperson is elected by the Institutional Board to assist the Spokesperson and Co-Spokespeople in management and representation of the collaboration. The Deputy Spokesperson is nominated by the Co-Spokespeople and then confirmed or rejected by a majority vote of IB members voting by secret ballot. The term of the Deputy Spokesperson is three years, coinciding with that of the Spokesperson, unless the IB decides to remove the Deputy Spokesperson at an earlier time as prescribed below. If the office of Deputy Spokesperson is vacant the Co-Spokespeople (or Spokesperson and Co-Spokesperson) will nominate a new Deputy Spokesperson (who can be the same as the current Deputy Spokesperson) to be confirmed or rejected by majority vote (secret ballot) of the IB.

P 2.4

Removal of the Spokesperson, Co-Spokesperson or the Deputy Spokesperson

Any of the Spokesperson, Co-Spokesperson or Deputy Spokesperson can be removed at any time by the Institutional Board by a secret ballot of at least 2/3 of the sum of those present plus those voting by proxy (to the Chair) at a regularly scheduled Institutional Board meeting. A two-week notice is required for a vote for removal and such a vote will be taken if at least 5 IB members propose such a vote to the Chair. In the event of a removal, the open position(s) will be filled following the procedures described above.

Article 3

Executive Committee

The Executive Committee (EC) sets scientific and technical policy for MINOS. The EC establishes procedures for making technical choices, e.g. creating technical panels. The longest serving of the Spokesperson or Co-Spokespeople serves as the EC Chair. Three members of the EC are chosen each year for a three-year term. The election procedure is as follows. Members of the Institutional Board each submit three names by secret ballot. A nominee is considered nominated if she or he receives at least two votes. This is followed by a closed vote among the six (plus ties) nominees with the most votes. (If there are fewer than six nominees, all are on the ballot.) Each IB member votes for three nominees. The three with the highest numbers of votes are declared elected. This procedure does not include a vote from the Chair of the I.B. unless such a vote is necessary to break a tie. (The Chair can vote for up to three nominees, if necessary, to break ties.) The EC size was originally ten members, including six elected and four ex-officio members. The election procedure outlined above is intended to increase the number of elected members to nine in 2002. Ex-officio members of the EC are the Spokesperson, Co-Spokesperson, Deputy Spokesperson, NuMI Project Manager and MINOS Manager. If a member of the EC resigns or becomes unable to fulfill his duties, there will be a special election at the next IB meeting to fill the vacancy. If a newly elected Co-Spokesperson is a current Executive Committee member, an election for a new Executive Committee member will be held immediately following the election of the Co-Spokesperson for the remaining Executive Committee term of the new Co-Spokesperson.

Article 4

NuMI Project Manager and MINOS Manager

The NuMI Project Manager is appointed by the Fermilab Director after consulting the MINOS Spokesperson and/or the MINOS Co-Spokespeople. The MINOS Manager is chosen by the NuMI Project Manager after consulting the MINOS Spokesperson and/or the MINOS Co-Spokespeople.

Article 5

Other MINOS Committees and Documentation

The IB, EC and/or the Spokesperson or Co-Spokespeople may also establish standing and Ad Hoc committees as necessary. The up-to-date list of these committees will be maintained in the MINOS Organization Document. The MINOS Organization Document is a summary of collaboration committees and working groups and their relationship to each other. This document is periodically reviewed and updated as described in detail below. In addition, the IB maintains the MINOS Collaboration Membership List as defined in Article 8.

Article 6

Admitting New Institutions to MINOS

A prospective new institution, after conferring with the Spokesperson or Co-Spokespeople, will submit a written proposal to the Institutional Board (IB) at least two weeks prior to the meeting of the IB at a regularly scheduled Collaboration meeting. The proposal will state the contributions that the prospective institution is proposing to make to the experiment and include a list of the proposed senior members from the institution (see article 8). The Spokesperson or Co-Spokespeople will schedule a presentation by the prospective institution at the Collaboration meeting. The Chair of the IB will circulate the proposal to the IB members prior to the meeting and put consideration of the application on the agenda of the IB meeting. The IB may ask for written clarifications of items in the proposal. At the following regularly scheduled Collaboration meeting, having received any requested written clarifications prior to the meeting, the IB may;

- (1) approve the proposal and formally admit the institution to the Collaboration,
- (2) request further written clarifications to be considered at the next Collaboration meeting, or
- (3) reject the proposal.

The IB will attempt to make decisions on admission of new institutions by consensus. If consensus is not possible, a closed vote will be taken on admission. Admission will require a favorable vote of at least 75% of those representatives with the right to vote present and voting (an abstention is not a vote for this purpose).

Article 7

Removal of Institutions from MINOS

The Chair of the IB should annually identify inactive institutions, using the criterion that active institutions must have performed a reasonable amount of active work on MINOS within the previous twelve months and submit this list to the IB for approval. The Chair of the IB will write letters to institutions on the approved list inquiring whether they intend to work on MINOS in the future, and asking them to describe their plans for such work. The IB will take appropriate action based on the response to these letters.

Article 8

MINOS Collaboration membership

P 8.1

MINOS Collaboration membership

A senior member of the Collaboration is a physicist from a collaborating institution who has a permanent appointment or an appointment that under normal circumstances can be expected to be renewed indefinitely. All other members of the Collaboration are regular members. Senior members are admitted to the Collaboration individually. Regular members are selected by their institutions. The only distinction between senior and regular members is the method by which they are admitted to the collaboration, as provided by this Article.

Senior members are admitted to the Collaboration in one of four ways:

- (1) by being on the Collaboration membership list as of the Ely 2000 meeting,
- (2) by being on the approved list of senior members when their institution was admitted to the Collaboration (see Article 6),
- (3) by being a regular member of the collaboration and receiving a position at any collaborating institution that would qualify him or her for senior membership status, and
- (4) by individual application.

A senior physicist at a collaborating institution who is not a member of the Collaboration and who wishes to join the Collaboration, applies for membership in the same way as a new institution, as provided in Article 6, except that a presentation at a Collaboration meeting is not necessary and that the IB may act on the application at the same meeting that the application is received.

The Membership List (see Article 5) distinguishes between members on the "author" list (for publications, as described below) and other members.

P 8.2

Updating MINOS membership roles

Each MINOS institution will be responsible for updating/verifying the MINOS Collaboration Membership List for their institution at least once a year. A yearly questionnaire will be distributed by the IB Chair to each institution to help keep track of all members and their status.

P 8.3

Leaving a collaborating institution

Individuals maintain their membership in the Collaboration automatically for one year after they leave a collaborating institution. They can maintain a longer-term association with MINOS by being "adopted" by a collaborating institution, with the approval for this process being ruled on by the IB on a case-by-case basis.

Article 9

Guidelines for Authorship in the MINOS Collaboration

9.1) Definitions:

i) "List of Authors" means the names of the people to be listed on a paper submitted by the MINOS Collaboration for publication in a scientific journal.

ii) "Standard Author List" represents a default group of people who are to be included in all papers for publication with the exceptions as listed below.

9.2) Members of the MINOS Collaboration become part of the Standard Author List after they have completed a minimum of .5 FTE-year of work in the MINOS Collaboration OR some other form/level of MINOS service deemed appropriate by the IB. When the experiment is in operation, members on the Standard Author List must also contribute to the operation of the detectors and/or beam lines. This requirement is normally satisfied by taking shifts BUT alternative forms of service by individuals can be approved by the IB. The precise requirements for the contribution to the detector and beam operations will be determined by the IB.

9.3) Visitors to MINOS who make important contributions to one or more papers may be added to the "List of Authors" for those papers. The Institutional Board Member for the sponsoring institution makes such a request to the IB who will then consider approving the addition.

9.4) Any person on the "List of Authors" for a specific publication may request that his or her name be removed. This request must be transmitted to the Spokesperson or Co-Spokespeople a minimum of 5 days in advance of the submission of the publication to a journal.

9.5) The above rules 3) and 4) do not apply to the publication of technical information (eg. design of specific detector components used in MINOS).

9.6) The "List of Authors" for all publications shall be listed alphabetically, sorted by the last name, first name regardless of institutional affiliation, unless otherwise required by the journal to which the publication is being submitted. Institutional affiliation shall be designated by a superscript referring to a list of institutions that follows the list of names on the "List of Authors".

9.7) The "Standard Author List" will be updated twice a year by the IB, once in June and once in December.

Article 10

Amending the MINOS Bylaws

These Bylaws may be amended by the IB. The new bylaw or an amendment shall be presented to the IB at one of its regularly scheduled meetings for consideration. This proposed amendment will be distributed via e-mail to the entire collaboration for their comments following this meeting. The IB will then consider the amendment for adoption at the next regularly scheduled meeting of the group. An amendment receiving an affirmative vote of two-thirds of the IB membership will be considered approved.

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